

## What Employers Say About Resumes

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These suggestions were offered by Human Resource Managers—people who read resumes and decide whom to interview for jobs. It's smart to follow their advice.

### Outline

- ❶ Use correct spelling
- ❷ Include an accurate phone number
- ❸ List dates of employment
- ❹ Be honest
- ❺ Target your resume to the job
- ❻ Describe actual achievements
- ❼ Include a cover letter

#### ❶ Use correct spelling

Your resume shows how you work—don't submit a resume until it's right. It's a good idea to have someone else read it and check for errors.

#### ❷ Include an accurate phone number

This is how we'll reach you to set up an interview—be sure we can! We also send a letter, but the supervisor may also want to talk to you by phone.

**③ List dates of employment**

to show how long you held each job. If you don't have a lot of experience or have changed jobs often, consider writing a functional resume—we show you how.

**④ Be honest**

You'll be asked questions in the interview about information on your resume—don't make it hard for yourself but putting in things you can't verify. We also check your references and work history. Often enthusiastic applicants win out over more experienced people who don't sound motivated.

**⑤ Target your resume to the job**

Your resume should emphasize skills, training/education, and experiences that match the job you want.

**⑥ Describe actual achievements**

instead of listing job responsibilities. This will show you've done the work and accomplished goals.

**⑦ Include a cover letter**

that tells how you heard about the job and why you're a good choice.